**Holiday Bonus Letter to Employees**

[Your letterhead, if desired; if not, your return address]

[Date of letter-month, day, and year]

[Recipient's first and last names]

[Company name]

[Street or P.O. box address]

[City, State ZIP code]

Dear [recipient's name]:

In honor of your contributions to our company's growth and success this year, we are pleased to present you with a holiday bonus this December. This bonus takes note of your hard work and dedication, which we appreciate so very much.

Your bonus will be direct deposited to you on December 15th. If you have questions, please contact Human Resources.

We hope you enjoy the holiday season, and thank you again for your significant efforts on our company's behalf this year.

Sincerely,

[Signature]

[Sender's first and last names]